

December 15, 1978

LEGISLATIVE ADMINISTRATION

The first meeting of the Legislative Administration Committee was called to order by Chairman Jerry Metcalf. Members present were Representatives Metcalf, Magone, Quilici, Lory and Meyer. Also attending the meeting were Martha McGee, Chief Clerk; Art Noonan, Assistant Clerk; Diana Dowling, executive Director of the Legislative Council; John LaFaver, Legislative Fiscal Analyst; Speaker Gerke, and Minority Leader Ramirez.

Chairman Metcalf introduced everyone, and then called on Rep. Joe Quilici to give a run-down on the members duties. Rep. Quilici briefly outlined the duties, specifying the need for this committee to determine salaries for the House Staff; help the Speaker in any way they could, and to work closely with the Sergeant-at-arms and Chief Clerk's offices. He also said the members of this committee should keep an eye on the House Staff and help resolve any problems that may arise regarding the attaches. Rep. Quilici said the House was in need of another speaker on the left side of the chambers.

There was some discussion regarding the need for an additional speaker to be installed in the House Chambers, and Martha McGee said the cost of one would be approximately \$300.00-\$400.00.

The next item of business was some proposed changes regarding the Business Office; Speaker Gerke suggested that the Business Office as it now stands be abolished entirely, and that each House determine a method of having a business office, keeping them separate. Speaker Gerke suggested the Sergeant-at-arms act as the Business Manager for the House, and he also said he thought this matter would have to come up before the Rules Committee prior to the actual change being made. He further explained that by each House having their respective Business Managers, one step in obtaining supplies would be eliminated, and that this would in turn save on expenses.

The Speaker then spoke of researchers and the need thereof. He expressed his opinion that there were an over-abundance of researchers last session, and that perhaps this committee could determine whether or not to hire as many this session. Speaker Gerke suggested that as the session progressed, if more were needed, they could then consider the matter, but he would like to propose they be kept at a minimum, again stressing the expense of having so many. He also suggested that the researchers could be obtained through the Legislative Council, since they already had some on staff. Diana Dowling was asked about this matter, and she explained that they had Interns, who were paid \$3.00 an hour, also obtaining school credits for their working hours, and that they could be available to assist the Representatives.

Rep. Lory expressed his opinion that there was probably something in the Rules regarding this matter, and the members agreed to look into this further.

The members voted regarding Speaker Gerke's recommendations concerning the Business Manager, and came to a unanimous decision that they

would make that recommendation to the Rules Committee.

Speaker Gerke spoke briefly regarding the hiring of Joann Woodgerd as a consultant on the election laws, and this committee agreed that if she were needed, she could be hired through the Legislative Council.

The next item of business was the hiring of a Chaplain, and it was not resolved at this meeting; however, Speaker Gerke said he would obtain someone.

Chief Clerk Martha McGee presented the list and applications thereof of the proposed staff to be hired for the House. She gave a brief resume of each applicant and the applications were passed around to the members for their inspection.

Speaker Gerke suggested that perhaps one secretary could suffice for two committees in certain instances. There was some discussion as to committee secretaries and which committees would fit into this category. Rep. Quilici submitted an application also at this time, which was passed around to the members. Martha McGee explained to the members that she had not completed the proposed hiring of the entire staff yet, as there were, at this time, a lack of stenographers, and she had not listed typists nor permanent pages, but would present more names to the committee at their next meeting.

Diana Dowling inquired as to the hiring of a permanent page for the Minority Leader. A brief discussion followed, and the members determined that the Speaker, Minority Leader and the Chief Clerk each were entitled to have a permanent page. Speaker Gerke said he did not believe it was necessary for him to have a permanent page, and said he could use a page from the floor. It was decided that the Chief Clerk's office definately had the need for one, however, as the page in that office did a number of things besides running errands.

At this point Rep. Lory moved that the proposed list of the House staff submitted by Martha McGee be accepted for the hiring thereof. The members voted and it was unanimous.

Martha McGee then gave a report on salary for the staff, explaining the importance of arriving at a decision soon, as some of the people who came from out of town would not be able to wait until February to receive a payment. She further explained the time periods of the State pay-plan and the need for tying in with their computers. A tentative schedule of grades and steps used by the State was distributed to the members for their further study and it was determined that at this time, they would not act upon it.

Rep. Quilici suggested to the members that they try to raise the salary of the Chief Clerk, as by job discription, prepared by Mr. LaFaver, a comparable job should be a Grade 20, and the pay should correspond to that grade.

Diana Dowling referred to House Joint Resolution, No. 6, which she said the Senate was using as a guide-line for determining the pay for attach-

More discussion followed regarding this matter and it was determined that there would have to be some changes in HJR #6, if it were to be used as a guide-line for this session. Sub-section Number 4 would have to be changed. The members agreed to use HJR #6 as a guide-line in re-submitting it for the session.

Martha McGee informed the committee members that she had placed an ad in the paper for personnel, explaining that Equal Opportunity Employment Advertising requirements dictated this to be done.

The hiring of an aide for Rep. Gould was then discussed, and the members agreed to the hiring of Betty Shutt, who Rep. Gould had requested, but decided to consider the exact salary at a later date.

Martha McGee then gave a report on the ordering of the House books needed for the session, and other items that had to be ordered prior to this meeting due to the time-frame. Diana Dowling also explained that though the rules specified some of these items would ordinarily be put out on bids, there simply wasn't the time. The Chief Clerk was elected at the caucus, and until that time, really had no authority to do any buying for the session. Speaker Gerke said something should be done about this with the Rules Committee to clarify the matter as it was not workable as it now stands.

The members, in order to set the record straight, voted to approve the purchasing of the items needed for the House which had to be ordered prior to this time.

The voting machine was discussed and the poor condition thereof. Martha McGee informed the members that she had inquired as to the repairs and maintenance of the machine, and she was told there simply was not a back-up printer to be had. Speaker Gerke said the machine was really antiquated and they should consider purchasing a new one. Martha McGee also reported on the voting paper ordered, and there was some discussion on the amount needed and the records of last session's use. Diana Dowling explained that with the Council now keeping records of the purchases, they would have a complete and clear record for the next session, but there were not exact records to refer to at this time. Martha McGee explained to the members regarding the cleaning and servicing of the typewriters. Discussion followed, with Rep. Meyer suggesting they look into other firms, other than IBM to compare prices etc. However, again due to the short time remaining before they would be needed, the Chief Clerk was allowed to go ahead with IBM.

The meeting was adjourned at 12:45 for a lunch break, and was called to order again at 2:00 P.M. by Chairman Metcalf; he introduced John LaFaver who spoke of the State pay-plan, and referred to HJR #6, which defined the action of the House in determining the pay-plan last session. He pointed out the steps and grades to be considered, and presented the members with several alternatives in considering the plan. Mr. LaFaver suggested that each employee be given one step raise for each session served—that that would be in line with what the State employees receive. He pointed out that the classification of the Chief Clerk's position according to job description, was a Grade 20, and that in the past that position was underpaid. Mr. LaFaver also said that it was quite clear in HJR #6 regarding this matter, and that he specifically wished to bring this to the attention of this committee.

Rep. Quilici supported this opinion, saying that this committee should sit down and negotiate until a satisfactory figure was arrived at, and do whatever it takes to get that salary where it belongs.

Speaker Gerke said we should find out what the Senate was doing regarding this matter, and that we should try to find an agreeable figure for the comparable job in the Senate, taking into consideration the number of sessions served in the past. He also agreed that they should refer to HJR #6, which was set by the Legislature as a guide-line, in determining the pay-plan for the attaches.

Chairman Metcalf suggested to the members that this item be shelved for the time being, thereby giving the members time to study the charts which were distributed regarding the pay-plan (attached), and that they would take it up at the next meeting.

The next item of business was the report of the Sergeant-at-arms (see attached). Sergeant-at-arms Meyer gave his report on his proposed list of staff for the Sergeant's office, and submitted the applications thereof for the committees' approval. Sergeant Meyer requested the need of a person for a supply clerk, as with the change of handling the supplies one would be needed. He further explained his plan for the hiring of the security guards, having them work four-hour shifts, rather than eight-hour shifts, thereby giving more young people a chance to earn some money. The members of the committee agreed by consent, rather than taking a formal vote, to accept the Sergeant-at-arms' proposed list of staff.

Sergeant Meyer then suggested to the committee that they consider the use of State Administration Department, and that he's spoken with Curt Wheeling regarding this matter, about having that department take care of the maintenance and repair of our voting machine.

Martha McGee explained that we would need service at times, at odd times of the day (or night) and that they should be sure to inquire as to the availability of a person to do that should the need arise.

Diana Dowling said it would be convenient to have the use of the microphones in the interim, as there were meetings in the House Chambers during that time. Rep. Quilici pointed out that they were very expensive, and Speaker Gerke agreed that it wouldn't be a good idea to have them used in the interim for that reason.

The Sergeant-at-arms was assigned to investigate the possibilities of having Curt Wheeling's department maintain the voting machine and equipment in the House, and that at the next meeting they would look into it.

Rep. Magone inquired as to the parking for the Legislators, and mentioned the problems thereof. There was some discussion as to what type of sticker was to be used, and it was decided that the Sgt. would order the stickers-one per member. The members thought that Diana Dowling should have a parking spot, but Diana said a sticker for the session would suffice, as she did not wish to set a precedent, thereby causing other State officers to request one.

The Sergeant-at-arms then asked when he should actually bring some of his staff in, and was told he could do so on the 18th of December.

Diana Dowling asked the members about the letter-head stationery for the Representatives and the ordering thereof. It was determined that unless they particularly requested it, the regular stationery would be ordered and used. She further pointed out that in the Rules, as they now stand, it was up to the Business Manager to assign the committee rooms, and after some discussion, the members agreed that they would change that in re-writing HJR-#6 for introduction.

Diana then inquired as to the amount set for traveling expenses during the session. After some discussion, the members voted unanimously to allow \$75,000.00 to be set aside for that.

There was some discussion as to the number of telephones to be installed, and Diana pointed out that as of the first of January the rate was going to go up considerably, and that they should have all of the work done prior to that. Also discussed was the amount of money allowed for Representatives' telephone expenses, and after some discussion, the members voted unanimously to keep it at \$25.00 per month for the biennium. They further discussed whether or not to remove the telephones from the House entirely during the interum, and finally Rep. Ramirez suggested they get someone from the Telephone Company to come in and explain the pros and cons of leaving the phones in or having some remain. Martha would look into this matter and have a report by the next meeting.

Rep. Ramirez requested some dictating equipment, and the members agreed to provide him with some. He further requested that a partition be provided for his secretary's desk outside of his office. After some discussion, the members determined it would not be feasible for various reasons, mainly that there simply was not room in the lobby, and that in the past there had been a study made to correct this situation, but the space was so limited, and they determined at that time it would not be possible to provide a separate space for the secretary. It was suggested that they look around for another office space for the Minority Leader, but no definite conclusion was arrived at.

Speaker Gerke mentioned that some of the Legislators wished to have some of the names of the committees changed, and he was advised by Diana Dowling that it would be a matter of a simple House Resolution to make the change.

There being no further business, the meeting was adjourned until Friday, December 22, 1978, at 1:00 P.M. in the Council meeting room where this meeting was held.

Secretary, Zorka DaSilva

Jerry Metcalf, Chairman

AGENDA
House Administration Committee
December 15, 1978

1. Call to order by Chairman Jerry Metcalf
2. Introduction of House Mmebers and House Staff
3. Duties of Committee - Rep. Quilici
4. Speaker Gerke
5. Recommendations by Chief Clerk:
List of staff, applications and report
6. Recommendations by Sergeant-at-arms:
List of staff, applications and report
7. Diana Dowling -
8. John LaFavor —
9. Policy changes
10. Pre-session and past sessions appropriations
11. Further business
12. Adjournment

Recommended staff for the House of Representatives

Chief Clerk - Martha B. McGee

Sergeant -at- Arms - Dick Meyer

Chaplain -

Assistant Chief Clerk - Art Noonan ✓

Secretary to the Chief Clerk - Zorka Da Silva ✓

Secretary to the Assistant Chief Clerk - Pearl Greenblatt ✓

Clerk Typist - Kathy Anderson ✓

Bills Clerk - Pat Tyanich ✓

Assistant Bills Clerk - Sherrie Grace ✓

Reading Clerks- Mark Strahn, Tom Staple ✓

Steno Status - Bobbie Rentila ✓

Posting Clerk - Frank Harrison ✓

Journal Clerk - Jo Ann Owens ✓

Assistant Journal Clerk - Paula Stall ✓

Bills Coordinator - Shaun DeVine ✓

Assistant Bills Coordinator - Jane Powell ✓

Amendments Coordinator - Terri Blattspieler ✓

Assistant Amendments Coordinator - Tom Pelletier ✓

Secretary to Speaker - Bobbie Murphy ✓

Secretary to Majority Leader - Nancy Aagenes ✓

Secretary to Minority Leader - Martha Brass ✓

Secretary to Majority Whip - Pat Syskowski ✓

Legislative Printing - Beau Walters

Recommended Staff for the House of Representatives

Committee Secretaries

Agriculture - Judy Mook - Day ✓
Appropriations - Roberta Stipich ✓ Bardanouve
Business and Industry - Quilici ✓
Education - Gilligan
Fish and Game - Staigmiller ✓
Highways - Baeth ✓
Judiciary - Mary Ellen Connelly ✓ Scully
Labor - Williams
Public Health - Holmes
Local Government - Yvonne Borgman ✓ Robbins
Natural Resources - Emelia Satre ✓ Shelden
State Administration - Anita Sierke ✓ Brand
Taxation - Jo Lahti ✓ Huennekens

Chief Stenographer - Wanda Gough ✓

Assistant Chief Stenographer

6 Stenographers

Helen Dunbar
Nina Kosmas
Cathy Martin
Barbara Schuyler

Sub-committees

Proofreaders

Martha Herlevi ✓
Lewis Smith ✓
Mary M. Gabse ✓
Michelle T. Sparks ✓

Permanent page ?

✓ ✓ ✓

✓ ✓ ✓

✓ ✓ ✓

✓ ✓ ✓



STATE OF MONTANA

Office of the Legislative Fiscal Analyst

STATE CAPITOL
HELENA, MONTANA 59601
406/449-2986

JOHN D. LaFAVER
LEGISLATIVE FISCAL ANALYST

December 15, 1978

TO: Representative Jerald L. Metcalf, Chairman
House Legislative Administration Committee

FROM: John D. LaFaver, Legislative Fiscal Analyst *JL*

SUBJECT: Legislative Attache Pay Increases

As your committee instructed, I have calculated pay scales for legislative attaches using the following assumptions.

1. Attache pay scales are to increase the same percentages and amounts the state pay plan increased since 1977;
2. Added health insurance contribution for regular state employees is added to attache wages (about 12¢ per hour);
3. Those employees that are retained from last session in the same job would receive an added step (or about 2.5 percent more increase than a new employee).

The enclosed table details the specific salaries entailed. It should be noted that some experienced employees were classified higher than step 1 last session. These employees, if retained, would receive a higher salary than shown.

Please let me know if you would like further information.

JDL:sl

Hourly Rates

<u>Grade-Step</u>	<u>Fiscal 1977</u>	<u>Committee Alternative</u>	
		<u>New Employee</u>	<u>Retained Employee</u>
1-6	\$ 2.32	\$ 2.88	\$ 2.88
5-1	2.99	3.53	3.61
6-1	3.28	3.82 ✓	3.91
7-1	3.61	4.14	4.24
8-1	3.95	4.49	4.59
9-1	4.34	4.87	4.99
10-1	4.76	5.30	5.42
11-1	5.22	5.76	5.89
12-1	5.73	6.27	6.41
14-1	6.89	7.43	7.60
17-1	9.10	9.63	9.86
19-1	10.95	11.49	11.75

Percentage Pay Increases

1-6	24.1%	24.1%
5-1	18.1	20.7
6-1	16.5	19.2
7-1	14.7	17.5
8-1	13.7	16.2
9-1	12.2	15.0
10-1	11.3	13.9
11-1	10.3	12.8
12-1	9.4	11.9
14-1	7.8	10.3
17-1	5.8	8.4
19-1	4.9	7.3

Change of Joint Rule 3-14

Due to the redefining of the office of Business Manager under the supervision of the Legislative Council, certain duties designated under Joint Rule 3-14 have been changed. The division of these duties will be between the Sergeant-at-Arms office and the Chief Clerk's office. These recommendations are based on the definition of each offices duties in rules 3-5 and 3-8.

Sergeant-At-Arms

Pre-Session duties

1. Order Supplies 3-14 (1) (a)
2. House Stationary 3-14 (1) (b) (i)
3. Name plates for desks 3-14 (b) (iv)
4. Clean all offices and chamber and committee rooms 3-14 (1) (d)
5. Order name tags for each legislator 3-14 (1) (k) :
6. Prepare packets for legislator and distribute 3-14 (1) (L)
7. Order door plates 3-14 (1) (m)
8. Take control of furniture & legislative equipment 3-14 (1) (P)

During Session

1. Do payroll 3-14 (2) (a)
2. Order office supplies as required 3-14 (2) (c)

Following Session

1. Provide keys to council for all rooms 3-14 (3) (a)
2. Do complete inventory after session 3-14 (3) (d)

Chief Clerk

Pre-Session

1. Order necessary report forms 3-14 (1) (b) (ii)
2. Order voting paper for machine 3014 (1) (b) (iii)
3. Voting machine and roll call - assure service plus sound system 3-14 (1) (J)

Chief Clerk Pre-Session Cont.

4. Interoffice forms - like Bills Books and Standing Committee forms
5. Prepare recommendation of proposed budget and expenditures 3-14 (1) (e)
6. Office equipment- typewriters, copy machines, etc. 3-14 (1) (f)
7. Requisition parking space and permits 3-14 (1) (g) *Sgt-at-Arms*
8. Collect job applications 3-14 (1) (h)
9. Supervise installing of phone system 3-14 (1) (i)
10. Assign committee space 3-14 (1) (m) *leadership*
11. Arrange for printing of seating charts 3-14 (i) (o)

During Session

1. Do own payroll (2) (a)
2. Order office supplies and prepare claims for payment 2 (c) (d)

Post Session

1. Contracts for lease of equipment and supplies 3-15

Chief Clerk also recommends that the Legislative Council maintain during interim records of purchases, requisitions and service contracts.

M E M O R A N D U M

December 15, 1978

TO: Legislative Administrative Committee
FROM: Charles "Dick" Meyer, Sergeant-at-Arms
SUBJECT: Personnel for the 46th. Legislative Session

Recommend Hiring of Personnel in the following Categories:

Ass't. Sergeant-at-Arms:

Mr. Steve Carney -- Steve will work for several days, in order to train Mr. Stephen Huntington in the function of properly handling of the bills and journals in Room 353 - Legislative Chambers.

Mr. Stephen Huntington - Age 22 - Attended the University Of Montana, Missoula. He is recommended by; Mr. John Driscoll, Mr. J. D. Lynch and Dr. Richard C. Bowers - U of M.

Mr. Clyde Neu -- Age 72 -- Former Ass't. Sgt. at-Arms in both House and Senate. Mr. Neu has been in charge of supplies and committee rooms and other duties as assigned. Recommended by Rep. William Menahan.

Doormen:

Mr. Joe Langenfus -- Age 66 -- Former doorman during the 45th. Legislative Session. Recommended by Rep. Ken Robbins.

Mr. Clifford Cate -- Age 71 --Former Lobbyist during 45th. Legislative Session. Recommended by Rep. Joe Brand.

Mr. Robert "Bob" Wilcox --Alternative -- (If Needed)

Supply Clerk:

Mrs. Alice Hanley -- Age 62 -- No prior legislative experience. Bookkeeper and various work experience at Miners and Merchants Bank in Roundup, Mt. Recommended by Rep. Hershel Robbins, Roundup, Mt.

Security Guards:

Mr. Steve Clark -- Age 13
Mr. Joseph Upshaw -- Age 53
Mr. Michael Hager -- Age 19
Mr. Dale Pimley -- Age 19

Other:

for Thelma -

Mr. Tim Flynn -- Age 18

Mr. Flynn has been a page in the 45th. Legislative Session and could train the new pages and supervise their assigned duties. He also could be assigned other duties which would be beneficial to the legislators.

Pages:

I have approximately 30 applications for page work during the session and will have probably 100 more presented to me for assignment during the session.

I will hire pages on a weekly basis and assure a one-on-one distribution of page assignments for all legislators during the 46th. legislative session.

S.S. for Pages (6 weeks)

M E M O R A N D U M

DECEMBER 15, 1978

TO: Legislative Administrative Committee
FROM: Charles "Dick" Meyer, Sgt.-at-Arms
SUBJECT: Security Guards, Proposed Work Schedule

Recommended Work Schedule for Security Guards - As Follows:
(If Applicable By State Law, Rules and/or Regulations)

1. Day Shift: 7:00am. to 3:00pm. -- Alternative --
8:00am. to 4:00pm.

Please Note: Due to traffic loads during the day;
I recommend, Security Guards Police
Grounds from 7:00am. to 9:00am. and
from 12:00noon to 2:00pm. and other
hours as assigned. Both North and
South sides of the Capitol Area.

Security Guards for the Dep't. of
Administration, tour the capitol
complex every two hours.

2. Afternoon Shift: 3:00pm. to 11:00pm. -- Alternative --
4:00pm. to 12:00midnight
3. Night Shift: 11:00pm. to 7:00am. -- Alternative --
12:00mid. to 8:00am.

REMARKS: Recommend, Security Guards hired who may attend
Colleges, Universities, Vo-Tech., and/or other ed-
ucational training; should be allowed to work four
hour shifts, thereby allowing them to have time to
study for class assignments the following day.

M E M O R A N D U M

December 15, 1973

TO: Legislative Administrative Committee
FROM: Charles "Dick" Meyer, Sergeant-at-Arms
SUBJECT: Communications, Maintenance, Costs

Recommended that the Division of Communications or Bureau of communications, of the Department of Administration, be hired to work with the present contracted firms, for the purpose of acquiring knowledge on all phases of operations, in regard to repair, replacement of equipment, parts, and any other phase relative to the communicative devices used by the House Of Representatives.

Please Note: The Communications Unit Charges:

Scheduled Services -- \$15.75 per hour

Non-Scheduled Services -- \$18.50 per hour

Recommend that the Communications Unit of the Department of Administration chief, Mr. Curt Wheeling be contacted and present the Legislative Administrative Committee with the qualifications and communicative services available to state government. I believe in the future; the costs of operating the electronic voting board, microphones, speakers and other communicative devices, could be greatly reduced.

Memo

TO: *House Speaker*
Rose E. Weber, Executive Director
Legislative Council

FROM: V. Harrison Lowe, Administrator
General Services Division

DATE:

SUBJECT: Your request for us to furnish a proposal to provide Parking Lot Attendants and Security Guards for the 45th Legislative Session.

We can recruit, hire, provide uniforms, training, and supervision as follows:

<u>Position</u>	<u>From</u>	<u>To</u>	<u>Days</u>	<u>No. Emp.</u>
Parking Lot Attendant-Front	7:00 a.m.	3:00 p.m.	Mon.-Sat.	1.2
Parking Lot Attendant-Back	7:00 a.m.	3:00 p.m.	Mon.-Sat.	1.2
Security Guard-Senate	8:00 a.m.	4:00 p.m.	Mon.-Sun.	1.4
Security Guard-House	8:00 a.m.	4:00 p.m.	Mon.-Sun.	1.4
Security Guard-Senate	4:00 p.m.	12:01 a.m.	Mon.-Sun.	1.4
Security Guard-House	4:00 p.m.	12:01 a.m.	Mon.-Sun.	1.4
Security Guard-Senate	12:01 a.m.	8:00 a.m.	Mon.-Sun.	1.4
Security Guard-House	12:01 a.m.	8:00 a.m.	Mon.-Sun.	1.4
total number of employees required				10.8

Grade 6, step 1 is \$3.285 per hour plus 20% employee benefits, uniforms, etc. is \$3.942 per hour; 40 hours per week-\$157.68; 10.8 employees-\$1,702.94 per week; 15 weeks-\$25,544.10-total cost for a 90 day session, plus or minus \$243.28 per day if session is more or less than 90 days.

Parking Lot Attendants should only be necessary from about 7:00-9:00 a.m. and from about 12:00-1:30 p.m. the rest of the time they could be utilized for moving supplies, furniture and equipment or performing other duties required by the Legislature.

A. *Electrostatic Binding Energy Ratios*
(Direct and Indirect Transitions)

5 TEP		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
2.726		2.769		2.868		2.925		2.984		3.013		3.044		3.074		3.093		3.123		3.154		3.184		3.214		3.244		3.274		3.304		3.334		3.364		3.394		3.424		3.454		3.484		3.514		3.544		3.574		3.604		3.634		3.664		3.694		3.724		3.754		3.784		3.814		3.844		3.874		3.904		3.934		3.964		3.994		4.024		4.054		4.084		4.114		4.144		4.174		4.204		4.234		4.264		4.294		4.324		4.354		4.384		4.414		4.444		4.474		4.504		4.534		4.564		4.594		4.624		4.654		4.684		4.714		4.744		4.774		4.804		4.834		4.864		4.894		4.924		4.954		4.984		5.014		5.044		5.074		5.104		5.134		5.164		5.194		5.224		5.254		5.284		5.314		5.344		5.374		5.404		5.434		5.464		5.494		5.524		5.554		5.584		5.614		5.644		5.674		5.704		5.734		5.764		5.794		5.824		5.854		5.884		5.914		5.944		5.974		6.004		6.034		6.064		6.094		6.124		6.154		6.184		6.214		6.244		6.274		6.304		6.334		6.364		6.394		6.424		6.454		6.484		6.514		6.544		6.574		6.604		6.634		6.664		6.694		6.724		6.754		6.784		6.814		6.844		6.874		6.904		6.934		6.964		6.994		7.024		7.054		7.084		7.114		7.144		7.174		7.204		7.234		7.264		7.294		7.324		7.354		7.384		7.414		7.444		7.474		7.504		7.534		7.564		7.594		7.624		7.654		7.684		7.714		7.744		7.774		7.804		7.834		7.864		7.894		7.924		7.954		7.984		8.014		8.044		8.074		8.104		8.134		8.164		8.194		8.224		8.254		8.284		8.314		8.344		8.374		8.404		8.434		8.464		8.494		8.524		8.554		8.584		8.614		8.644		8.674		8.704		8.734		8.764		8.794		8.824		8.854		8.884		8.914		8.944		8.974		9.004		9.034		9.064		9.094		9.124		9.154		9.184		9.214		9.244		9.274		9.304		9.334		9.364		9.394		9.424		9.454		9.484		9.514		9.544		9.574		9.604		9.634		9.664		9.694		9.724		9.754		9.784		9.814		9.844		9.874		9.904		9.934		9.964		9.994		10.024		10.054		10.084		10.114		10.144		10.174		10.204		10.234		10.264		10.294		10.324		10.354		10.384		10.414		10.444		10.474		10.504		10.534		10.564		10.594		10.624		10.654		10.684		10.714		10.744		10.774		10.804		10.834		10.864		10.894		10.924		10.954		10.984		11.014		11.044		11.074		11.104		11.134		11.164		11.194		11.224		11.254		11.284		11.314		11.344		11.374		11.404		11.434		11.464		11.494		11.524		11.554		11.584		11.614		11.644		11.674		11.704		11.734		11.764		11.794		11.824		11.854		11.884		11.914		11.944		11.974		12.004		12.034		12.064		12.094		12.124		12.154		12.184		12.214		12.244		12.274		12.304		12.334		12.364		12.394		12.424		12.454		12.484		12.514		12.544		12.574		12.604		12.634		12.664		12.694		12.724		12.754		12.784		12.814		12.844		12.874		12.904		12.934		12.964		12.994		13.024		13.054		13.084		13.114		13.144		13.174		13.204		13.234		13.264		13.294		13.324		13.354		13.384		13.414		13.444		13.474		13.504		13.534		13.564		13.594		13.624		13.654		13.684		13.714		13.744		13.774		13.804		13.834		13.864		13.894		13.924		13.954		13.984		14.014		14.044		14.074		14.104		14.134		14.164		14.194		14.224		14.254		14.284		14.314		14.344		1

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

To Martha M'Gee
Jerry Metcalf

12/1/28 But Gould called. He had
found a new ad. A lady, Betty
Schutt. Last season he ad was
paid \$500. This season he told her
maybe \$600-\$800 but needs leg.
Admir & Leade, OK salary, etc.

Dear Dowling

Congratulations Jerry!

EMPLOYEE
TIME AND ATTENDANCE REPORT

STATE OF MONTANA

HOUSE OF REPRESENTATIVES

INSTRUCTIONS: COMPLETE HOURLY RECORD FOR EACH DAY WORKED

NAME: _____

PERIOD ENDING _____
(MONTH) _____ (DAY) _____ (YEAR)

SOCIAL SECURITY NO: _____

POSITION: _____

SAT	SUN	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL

HOURS
WORKED

SAT	SUN	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL

* HOURS WORKED OVER 40 PER WEEK WILL BE PAID
AT TIME AND ONE HALF.

EMPLOYEE SIGNATURE

Montana State Senator / Approval

PLEASE PRINT

House of Representatives

Position

NAME _____
Last _____ First _____ Initial _____

ADDRESS _____
(Zip Code) _____

SOCIAL SEC. NO. _____

BIRTH DATE _____
Mo. _____ Day _____ Year _____

EMPLOYMENT BEGINNING _____
Mo. _____ Day _____ Year _____

HELENA ADDRESS _____

HELENA PHONE _____

EMPLOYEE SIGNATURE _____

SUPERVISOR APPROVAL _____

SALARY \$ _____ DATE _____

GRADE _____ STEP _____

1 HOUSE JOINT RESOLUTION NO. 6
2 INTRODUCED BY QUILICI, LUND
3
4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA PLACING LEGISLATIVE
6 EMPLOYEES AND ATTACHES ON THE STATEWIDE PAY PLAN UNDER THE
7 DIRECTION OF THE RESPECTIVE LEGISLATIVE ADMINISTRATION
8 COMMITTEES USING THE STATEWIDE PAY PLAN AS A GUIDE.

9
10 WHEREAS, it is necessary to establish an orderly pay plan
11 for legislative employees and attaches which recognizes the
12 need to compensate those employees on a similar basis to
13 other state employees.
14
15 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
16 OF REPRESENTATIVES OF THE STATE OF MONTANA:
17 (1) That the following positions are classified in the
18 grades indicated:
19 Grade_12
20 Secretary of the Senate
21 Chief Clerk of the House
22 Grade_11
23 Sergeant at Arms
24 Grade_14
25 Chaplain

1 Grade_12
2 Assistant to Secretary of Senate
3 Assistant to Chief Clerk of House
4 Researcher II
5 Grade_11
6 Chief Stenographer
7 Bills Clerk
8 Journal Clerk
9 Assistant Sergeant at Arms
10 Grade_10
11 Bills Coordinator
12 Assistant Chief Stenographer
13 Assistant Journal Clerk
14 Assistant Bills Clerk
15 Secretary
16 Bills Distributor
17 Amendments Coordinator
18 Grade_2
19 Assistant Bills Coordinator
20 Researcher I
21 Grade_8
22 Assistant Bills Distributor
23 Reading Clerk
24 Grade_1
25 Stenographer

1 Supply Clerk
2 Posting Clerk
3 Grade_6
4 Typist
5 Proofreader
6 Clerk-Typist
7 Status Clerk
8 Grade_5
9 Parking Attendant
10 Watchman
11 Doorkeeper
12 Grade_1_Step_6

13 Page

14 (2) That the personal aide to Representative Gould
15 shall be paid a salary of \$800 per month;

16 (3) That the chief clerk of the house, secretary of
17 the senate and sergeants at arms shall develop job
18 descriptions for the positions listed which shall contain
19 the minimum qualifications for each position. The
20 descriptions shall be approved by the respective legislative
21 administration committees;

22 (4) That the grades, steps and salaries authorized
23 thereto are those contained in the fiscal year 1977 pay
24 schedule approved by the 1975 legislature in House Joint
25 Resolution 37;

1 (5) That all positions classified below grade 17 shall
2 receive compensation for time worked beyond 40 hours per
3 week at the rate of time and a half. Such overtime shall be
4 approved by the respective legislative administration
5 committees or their designated representatives before the
6 overtime is worked;

7 (6) That positions classified at grade 17 and above
8 shall receive a salary for 40 hours per week regardless of
9 the number of hours worked;

10 (7) That the respective legislative administration
11 committees shall determine USING THE STATEWIDE PAY PLAN AS
12 A GUIDE the appropriate step-within-the-classified-grade
13 COMPENSATION for each employee based on previous experience;

14 (8) That no additional benefits such as sick pay,
15 vacation pay, state retirement contribution, state health
16 insurance contribution or longevity allowances are
17 authorized;

18 (9) That the distinction between researcher in law 11
19 is that the higher position requires a college degree and
20 one year of research experience;

21 (10) That the chaplains shall be paid for two hours per
22 legislative day served.

-end-

PROPOSED LEGISLATIVE ATTACHE STAFF -- 1979 Positions - Grade & Step Levels

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matrix Proposed Level</u>
Chief Clerk	20	3	441.80	525 per week
Sergeant-at-Arms	17	6	360.00	425 per week
Plain	14	2		15.20 per day
Assistant Chief Clerk	12	5	6.29	6.722 + .12 = 6.84
	12	6		6.87 + .12 = 6.99
Bills Clerk	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41
Assistant Bills Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Journal Clerk	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41
Assistant Journal Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Phone/Status Input Tech	7	11	4.47	4.979 + .12 = 5.09
	7	12		5.048 + .12 = 5.16
Typing Clerks	8	3	4.14	4.576 + .12 = 4.69
	8	4		4.675 + .12 = 4.79
Typing Clerk	7	10	3.95	4.876 + .12 = 4.99
	7	11		4.97 + .12 = 5.09
Bills Coordinator	10	2	4.87	5.30 + .12 = 5.42
	10	3		5.42 + .12 = 5.54
Assistant Bills Coordinator	9	3	4.55	4.979 + .12 = 5.09
	9	4		5.087 + .12 = 5.20
Proofreaders	6	3	3.44	3.875 + .12 = 3.99
	6	4		3.95 + .12 = 4.07
Proofreaders	6	2	3.36	3.792 + .12 = 3.91
	6	3		3.875 + .12 = 3.99
Proofreaders	6	1	3.28	3.70 + .12 = 3.82
Sten.	1	6	2.32	2.769 + .12 = 2.88
	1	7		2.813 + .12 = 2.93
Chief Stenographer	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matt Proposed Level</u>
Assistant Chief Stenographer	10	4	5.10	5.540 + .12 = 5.660
	10	5		5.659 + .12 = 5.779
Stenographers	7	6	4.04	4.483 + .12 = 4.603
	7	7		4.576 + .12 = 4.696
Stenographers	7	11	4.47	4.979 + .12 = 5.109
	7	12		5.048 + .12 = 5.168
Researchers II	12	3	6.00	6.438 + .12 = 6.558
	12	4		6.577 + .12 = 6.697
Researchers I	9	11	5.38	5.903 + .12 = 6.023
	9	12		5.986 + .12 = 6.106
Committee Secretaries (Light Work Load)	10	1	4.76	5.180 + .12 = 5.300
	10	2		5.30 + .12 = 5.420
Committee Secretaries (Experienced-Heavy Work Load)	10	6	5.34	5.781 + .12 = 5.901
	10	7		5.903 + .12 = 6.023
Secretaries to Officers Speaker	10	8	5.60	6.032 + .12 = 6.152
	10	9		6.16 + .12 = 6.28
Majority	10	7	5.47	5.903 + .12 = 6.023
	10	8		6.032 + .12 = 6.152
Minority	10	8	5.60	6.032 + .12 = 6.152
	10	9		6.16 + .12 = 6.28
Chief Clerk	10	8	5.60	6.032 + .12 = 6.152
	10	9		6.16 + .12 = 6.28
Majority Whip	10	6	5.34	5.781 + .12 = 5.901
	10	7	5.47	5.90 + .12 = 6.02
Assistant Secretary to Minority Leader	10	6	5.34	5.781 + .12 = 5.901
	10	7	5.47	5.90 + .12 = 6.02
Secretary to the Assistant Chief Clerk	10	6	5.34	5.781 + .12 = 5.901
	10	7	5.47	5.90 + .12 = 6.02
Clerk Typists	6	1	3.28	3.705 + .12 = 3.825
	6	2		3.792 + .12 = 3.912
Amendments Coordinator	10	1	5.30	5.18 + .12 = 5.30
	10	2	4.87	5.30 + .12 = 5.42
Assistant Amendments Coordinator	8	3	4.14	4.576 + .12 = 4.696
	8	4		4.67 + .12 = 4.797

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matrix</u>
				<u>Proposed Level</u>
paid to Representative Bud Gould				900 per month
Assistant Sergeant-at-Arms	11	1	5.34	5.640 + .12 = 5.
	11	2		5.77 + .12 = 5.
Doorman	5	3	3.13	3.572 + .12 = 3.
	5	4		3.64 + .12 = 3.
	5	2		3.495 + .12 = 3.
	5	1	2.99	3.415 + .12 = 3.
Security Guards	5	1	2.99	3.415 + .12 = 3.
Supervisory Page	5	2		
	5	1	2.99	

PROPOSED LEGISLATIVE ATTACHE STAFF -- 1979 Positions - Grade & Step Levels

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matrix Proposed Level</u>
Chief Clerk	20	3	441.80	525 per week
Sergeant-at-Arms	17	6	360.00	425 per week
Chaplain	14	2		15.20 per day
Assistant Chief Clerk	12	5	6.29	6.722 + .12 = 6.84
	12	6		6.87 + .12 = 6.99
Bills Clerk	11	5	5.73	6.161 + .12 = 6.27
	11	6		6.29 + .12 = 6.41
Assistant Bills Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Journal Clerk	11	5	5.73	6.161 + .12 = 6.27
	11	6		6.29 + .12 = 6.41
Assistant Journal Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Steno/Status Input Tech	7	11	4.47	4.979 + .12 = 5.09
	7	12		5.048 + .12 = 5.17
Reading Clerks	8	3	4.14	4.576 + .12 = 4.69
	8	4		4.675 + .12 = 4.79
Posting Clerk	7	10	3.95	4.876 + .12 = 4.99
	7	11		4.97 + .12 = 5.09
Bills Coordinator	10	2	4.87	5.30 + .12 = 5.42
	10	3		5.42 + .12 = 5.54
Assistant Bills Coordinator	9	3	4.55	4.979 + .12 = 5.09
	9	4		5.087 + .12 = 5.20
Proofreaders	6	3	3.44	3.875 + .12 = 3.99
	6	4		3.95 + .12 = 4.07
Proofreaders	6	2	3.36	3.792 + .12 = 3.91
	6	3		3.875 + .12 = 3.99
Proofreaders	6	1	3.28	3.70 + .12 = 3.82
Pages	1	6	2.32	2.769 + .12 = 2.89
	1	7		2.813 + .12 = 2.93
Chief Stenographer	11	5	5.73	6.161 + .12 = 6.27
	11	6		6.29 + .12 = 6.41

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1977 Matrix Proposed Level</u>
Assistant Chief Stenographer	10	4	5.10	5.540 + .12 = 5.6
	10	5		5.659 + .12 = 5.7
stenographers	7	6	4.04	4.483 + .12 = 4.6
	7	7		4.576 + .12 = 4.6
stenographers	7	11	4.47	4.979 + .12 = 5.0
	7	12		5.048 + .12 = 5.1
Researchers II	12	3	6.00	6.438 + .12 = 6.5
	12	4		6.577 + .12 = 6.6
Researchers I	9	11	5.38	5.903 + .12 = 6.0
	9	12		5.986 + .12 = 6.1
Committee Secretaries (Light Work Load)	10	1	4.76	5.180 + .12 = 5.3
	10	2		5.30 + .12 = 5.4
Committee Secretaries (Experienced-Heavy Work Load)	10	6	5.34	5.781 + .12 = 5.9
	10	7		5.903 + .12 = 6.0
Secretaries to Officers Speaker	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Majority	10	7	5.47	5.903 + .12 = 6.0
	10	8		6.032 + .12 = 6.1
Minority	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Chief Clerk	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Majority Whip	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Assistant Secretary to Minority Leader	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Secretary to the Assistant Chief Clerk	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Clerk Typists	6	1	3.28	3.705 + .12 = 3.8
	6	2		3.792 + .12 = 3.9
Amendments Coordinator	10	1	5.30	5.18 + .12 = 5.3
	10	2	4.87	5.30 + .12 = 5.4
Assistant Amendments Coordinator	8	3	4.14	4.576 + .12 = 4.6
	8	4		4.67 + .12 = 4.7

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	Fiscal 1977 Matri Proposed Level
Aid to Representative Bud Gould				900 per month
Assistant Sergeant-at-Arms	11	1	5.34	5.640 + .12 = 5.7
	11	2		5.77 + .12 = 5.8
Doorman	5	3	3.13	3.572 + .12 = 3.6
	5	4		3.64 + .12 = 3.7
	5	2		3.495 + .12 = 3.6
	5	1	2.99	3.415 + .12 = 3.5

Page Supervisor

5